

Hours of Work Policy



Most organizations are open for business for set hours each day that provide some parameter for the hours of work. However, many organizations provide some flexibility around start and finish times, making it important to clearly state your organization's requirement for the work week.

Your policy on hours of work should state:

- The number of hours full-time employees are required to work: this is often express in hours per week
- The length of the lunch break
- The length of other breaks if provided

Employment standards in most jurisdictions will state the minimum requirement for lunch breaks and how often employees must be given a break. These are minimums and organizations may choose to offer additional breaks.